



Board of Works

Andy Cook
Randy Graham
Kate Snedecker

Clerk Treasurer

Cindy J. Gossard

Memorandum

To: Westfield Board of Public Works & Safety

Date: March 27, 2014

Re: Westfield Water Inspection Services Contract

Our existing inspection and project management team historically spent 50% of their time on sewer and water inspections. With the sale of the utility, there was an opportunity to create a revenue stream with minimal impact to our existing team. Given the anticipated growth in Westfield, Westfield Water (*CEG's Westfield Utility*) sent out a Request for Proposals for inspection services. The Department of Public Works was successful in retaining those services against the private sector at \$60 per hour rate. The draft agreement is a three year contract and has been written to include no less than 80 hours per week of billable inspection services. This amounts to revenues of not less than \$250,000 annually.

We request that the Board of Public Works & Safety grant the Director of Public Works the authority to finalize the agreement once it has been resubmitted by CEG for execution by the City of Westfield.

Public Works Department

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